



Sustainable Solutions to Wastewater Management: Maximizing the Impact of Territorial Co-operation



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Instructions for Paper Formatting

Authors should submit 1 copy of their paper as an e-mail attachment. The word processor to be used should be Microsoft Word. The paper should be in **English**. The following instructions should be carefully followed in preparing the manuscript:

1. The manuscript should be prepared in Word standard *.doc or *.docx format, using a page layout of DIN A4 with typing area of 17X25 cm, having upper and left margins equal to 2.5 and 2.0 cm, respectively. The total length of the paper, including abstract, references, figures etc., **must not exceed 8 pages**.
2. All text can be typed single-spaced. Times new roman fonts, size 12, should be used.
3. The first page should include the following (a sample of the cover page is given in guidelines webpage):
 - The title of the paper in capital, bold letters (font size 15), centered and starting from the 5th single-spaced line from the top of the typing area. Its entire length should not exceed 90 characters (2 lines max).
 - Names of the authors in small, bold letters (font size 13), centered and separated from the title by one line space.
 - Address of the authors in small letters (names and addresses should be 5 lines max).
 - Abstract, up to 250 words, headed by the word **ABSTRACT**, in capital, bold letters, separated from the addresses by a 3 line space. One-line space should follow the word abstract.
4. Paragraphs should be flush with the left margin, and separated by one line space. Right justification of the text is desirable.
5. All headings should be flush with the left margin, and consecutively numbered. For main headings (which should be separated by one line space from the text above and below) capital, bold characters should be used (e.g., **1. INTRODUCTION**). For secondary headings (which should be separated by one line space from text above only) small, bold letters should be used (e.g., **3.1 Theoretical approach**). Third grade headings should be underlined (e.g., 3.2.1 Results of test 1).
6. Tables should be inserted in the text following their first reference and as close to it as possible. They should be separated from text above and below by one line space. The word **TABLE** should be capitalized and followed by an Arabic numeral and a proper legend. Legends should be centered. Where a table exceeds one page, the column headings should be repeated. The legend should precede the table.
7. All drawings and graphs should be sized to fit within the typing area, including any labeling, numbers or legend, and should remain legible, after a 20% reduction of the original size. Moreover, they should be inserted in the text following their first reference, and separated from text above and below by 1 line space. Captions should be centered and preceded by the word **FIGURE** followed by a number in Arabic numerals. The caption should follow the figure.
8. References in the text should be cited using the authors' names (up to two authors) or the first author's name followed by et al. in the case of multiple authors, and then the year of publication. All references should be listed in alphabetical order at the end of the text, under the title **REFERENCES**. The style of the references is indicated in the following examples (for book/report, paper in journal and paper in conference proceedings, respectively).
 - Jain R.K., L.V. Urban, G.S. Stacey and H.E. Balbach (1993) '**Environmental assessment**', McGraw-Hill.
 - Tsihrintzis V.A. and R. Hamid (1997) 'Urban stormwater quantity/quality modeling using the SCS method and empirical equations' **Journal of the American Water Resources Association**, Vol. 33, No. 1, pp. 163-176.
 - Economopoulou M. and V.A. Tsihrintzis (2000) 'Sensitivity analysis of facultative/maturation stabilization pond system design parameters' **Proc. Int. Conf. Protection and Restoration of the Environment V**, (eds. V.A. Tsihrintzis, G.P. Korfiatis, K.L. Katsifarakis and A.C. Demetracopoulos), Thassos Island, Greece, July 3-6, 2000, pp. 615-622.